

**Custer County Library Board  
Minutes**

**November 20, 2024**

**Custer County Library**

*The Custer County Library Board of Trustees met at 1:00 p.m. on Wednesday, November 20, 2024, at the Custer Library. Persons in attendance were Library Director Sarah Myers, Kibbon Rittberger, Branch Manager Bert Phillip, Susan Swindal, Katie Wiederholt, and Emma Shears- Innovative Nonprofit President, with Cheryl Dillon and Leo Van Sambeek attending via Zoom.*

**AGENDA CHANGES/CORRECTIONS**

*Sarah requested a change in the order of new business discussion. Order as follows: minutes and treasury reports and approval. Emma Shears with Innovative Nonprofit to share the update with the Strategic Planning. Then all as expected and adding December dates discussion an approval.*

**MINUTES**

- ❖ **September 18<sup>th</sup>, 2024 Board Minutes:** *Leo made a motion to approve the September Board minutes. Kibbon seconded the motion. The motion carried.*

**TREASURER REPORT:** *The Board reviewed the September and October financials for the Library in the General checking account. September and October financials were reviewed for the County Ledgers. Leo made a motion to accept the financials. Kibbon seconded and the motion carried.*

- ❖ **GENERAL CHECKING:** *Balance of \$27,364.19 as of November 12<sup>th</sup>*
- ❖ **COUNTY SPREAD SHEET:** *Balance \$241,357.15 as of October 31<sup>st</sup> 22.52% of budget*

**LIBRARIAN REPORT:** *The Librarian Report is attached to and is part of this month's minutes.*

- ❖ **Director Meeting Update**
  - *During the recent audit process, the board evaluated the suggestion of requiring double signatures on checks. After reviewing the check transactions and considering the existing requirement for board approval on expenditures over \$500, the board determined that implementing double signature monitoring was unnecessary.*
  - *The director presented the idea of using Dropbox to share board documents. The board recognized that sharing financial information and statements in advance would save time during meetings by allowing members to review the documents beforehand. Additionally, storing the current needed documents in Dropbox would give board members access to all materials prior to meetings, enabling more informed discussions. The board agreed to adopt this practice. The director will send invitations to join the library's Dropbox and provide instructions for those who need assistance.*
- ❖ **Grants Update**
- ❖ **Programming Update**

**OLD BUSINESS:**

- ❖ **Collection Development Policy- Draft-** *Sarah provided the board with an update on the current status of the library's Collection Development policy. She consulted with the county's legal counsel, who recommended creating a separate policy for HB 1197, along with proposed changes to the Collection Development and Computer Safety policies. Sarah has been working on draft versions and is currently having staff review them before presenting them to the*

*board. She will ensure that all policies are distributed to board members before the December meeting, allowing trustees to review and be prepared for discussion.*

#### **NEW BUSINESS:**

- ❖ *Innovative Nonprofit- Emma Shears- Capacity Grant Update- Emma Shears presented the Strategic Planning Timeline, Strategic Planning Outline, Strategic Planning Action Plan, and the Board Member Roles Survey. She guided the board through a discussion on the next steps for executing the drafted Strategic Plan, focusing on trustee education about the strategic planning process. The discussion lasted 30 minutes.*
- ❖ *Trustee Continuing Education Update- Sarah presented a spreadsheet showing the current status of trustees' continuing education hours. With the trustee handbook chapter discussions and strategic planning workshops, the board is close to reaching the 15-hour goal for 2024.*
- ❖ *Trustee Handbook- Chapter 3 Policies- Sarah led the board in a 6-minute discussion on Chapter 3 of the South Dakota State Library Trustee Handbook, focusing on Policies. The attached discussion questions were reviewed during the session.*
- ❖ *Hermosa Building Initiative Update*
- ❖ *December Library Dates- Sarah informed the board that the Custer County commissioners designated December 23, 24, and 25 as closure dates for the Christmas holiday. She requested the board's approval to adopt these same closure dates for both the Custer and Hermosa libraries. Kibbon made a motion to approve the closures on the 23rd, 24th, and 25th, which Susan seconded. The motion carried.*

#### **ANNOUNCEMENTS**

- ❖ *Santa's Village Booth 12/7 9-3pm- Library card signup, take and makes, and a story time will be presented.*
- ❖ *Winter Open House 12/13 11-4:30pm- Both Custer and Hermosa will plan cookies and cocoa for patrons that come on the 13<sup>th</sup>.*
- ❖ *Updates for Hermosa- There are 19 people signed up currently for the sausage making program. Hermosa is having success with children coming to story time on Wednesdays. And Bert is currently working on getting a supply list for the Discovery Bags she has for check out. She would like to do a refresh of this service.*

**NEXT MEETING:** *December 18<sup>th</sup> 1pm via Zoom or any are welcome to come to Custer.*

**ADJOURNMENT:** *Leo made the motion to adjourn with Katie as second. The meeting was adjourned at 2:03 pm.*



Sarah Myers  
Secretary/Treasurer

## November Director Report

### **Sept/Oct/Nov Director Meetings Updates**

- **Consortium Meeting-** MessageBee. Waiting for budgets to be approved. HB1197- Discussion on what other libraries are doing to be prepared.
- **INP Workshop's and after meetings-** Innovative Nonprofit had their first nonprofit workshop in October partnering with United Way. Their focus is sustainability. They are also providing a meeting after the workshop to provide more intimate support to those who come. I have agreed to be their champion to be at the meetings and liaison with those who come. It's a great opportunity and anyone in a nonprofit capacity should consider attending.
- **Audit update-** Met with Bruce Hintz from the State of SD. He has done our audit for the county for years. Every three years our department might be audited to show that we have documentation for our library checking account. He stated we have good tracking practices. We updated our Library Revenue Procedure he had down for us. They had last been updated in 2018. Several changes to practice had been made since that time. He mentioned two signatures for checks is nice, but when I mentioned that banks do not monitor that, he didn't feel it was too big of an issue. He thought it was important to have statements to be reviewed by someone else in addition to the director. I propose to use Drobox as a place that I will update the financial documents monthly to be reviewed by trustees. Katie had been reviewing the bank statement, but I had been remised in emailing those to her for review. This will be a consistent and secure way to share those documents. He also suggested that the credit card statement be reviewed as well as the bank statement. Overall, he thought we had good practices.

### **Grants Updates**

- **PLA Digital Literacy Workshop Incentive, supported by AT&T-** We have applied and been granted a \$5,000 incentive to execute digital literacy classes. We must reach 30 people to fulfill our end of the contract. I plan to have some sessions in Hermosa based on interest on the topic. Curriculum is provided. Acceptance paperwork is due 11/22/24.
- **Early Literacy Grant-** Our early literacy grant and initiative is complete through the Black Hills Reads grant. IT has been a great success. We have been invited to be part of a panel with the screening of the PBS film "Sentenced". Jan 8<sup>th</sup> 2025 at the Journey Museum. They would like us to speak about this program, our literacy kits, and our 1,000 Books before Kindergarten program. We will continue to do our 1,000 Books before Kindergarten grant funding. I would love to see this continued or started back up in Hermosa. We have funds for books to buy.
- **Strategic Planning-** Emma will give an update on where we are at on the progress of the strategic planning process.
- **Rotary Presentation-** Rotary was engaged and asked many questions. It was a productive meeting. We were awarded \$500. I am working on getting the food pantry plan on their way to accomplish this service for our community.

### **Programming Updates**

- ***Obit class- 16 in attendance. Great presentation. I recommend everyone to pre-write their own obituary, even if it's just a timeline with important dates and events.***
- ***Open House day- 12/13 11-4:30pm. Maybe Hermosa can do the same***
- ***Santa's Village 12/7 9-3pm. We plan to have a take and make activity and to have a story time before Santa gets there. We want to get people to sign up for cards as well as update their current card to make sure it isn't expired.***

### **Chapter Three Discussion Questions**

- Why are clear policies important for library operations, and how do they support a library's mission?
- What role should staff play in the policy development and review process, and how can their involvement benefit policy effectiveness?
- In what ways can library policies be tailored to meet specific community needs? Can you think of examples where a unique community need might shape a particular policy?
- How often should a library review its policies, and why is it beneficial to have a set schedule for policy reviews?
- What are some potential challenges of enforcing policies consistently across all patrons, and how can libraries work to ensure fair application?
- What considerations should trustees and directors keep in mind when addressing complaints or suggestions from patrons about policies?
- How do measurable terms (like specific limits on overdue items) improve the clarity and enforceability of library policies? Can you think of any risks associated with vague policy language?
- Why might some libraries benefit from consulting legal counsel during the policy creation process? Are there specific types of policies that might require legal review?
- How does a disaster preparedness policy benefit a library, and what might be some key components to include in such a policy?
- What resources are available for libraries that need help developing or updating their policies, and how might using these resources strengthen a library's policies?